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Letterhead Designs Using the Word Processor

Using Word Processing Techniques & Imagewriter II Graphics to Create Letterhead

If you have an Imagewriter II printer, you have more graphics powers than you might think. Using the features in your printer, you can produce attractive graphic letterhead without the aid of any add on products.

If you don't have an Imagewriter II, you might still be able to accomplish these techniques; most dot matrix printers with graphics capabilities have what it takes. Check the manual for the special graphics codes on your printer.

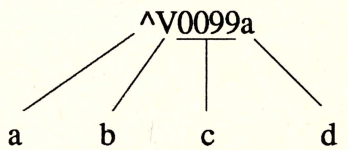
The technique involves a trick that we've discussed many times in past issues, called the All-Purpose printer code. Using this code, you can access special graphics capabilities in your printer. Issue 1-8 of Exclusive Reference gives the full details of setting up the All-Purpose Printer Code. Briefly, it goes like this...

Set up a custom printer and go to the printer codes screen where individual printer codes are entered for the various printer functions. Now, in the code screen for Boldface Begin and Boldface End, enter:

Escape

This is done by pressing just the Escape key and then the ^ key to exit. Since every custom printer has a name, we'll call this one SPECIAL.

With the All-Purpose code set, you can access the special codes for graphics. The special codes look like this:



a) This is the Boldface Begin mark that appears when you enter Control-B in the word processor. Remember, Boldface Begin now accesses the All-Purpose code, which is simply *Escape*. This turns out to be the "Escape" portion of the *Escape V* code for the Imagewriter II.

b) This is the "V" portion of the *Escape V* printer code for the Imagewriter II. This code turns on the special graphics mode for printing.

c) This is a number from 1 to 9999 that controls the number of times the special character is printed.

d) This letter represents the special character that is printed according to the specifications in part c. This can be any character on your keyboard; each keyboard character represents a different graphic character while the *Escape V* code is active. See the chart in Figure 1 for a listing of all keyboard characters and the special graphic characters that they print during *Escape V*.

After examining the chart on the following page, it becomes obvious what the complete *Escape V* sequence gives you... the ability to repeatedly print symbols that combine to form attractive lines. Figure 2 shows one simple application of this capability, including the document in the word processor and the resulting printout.

Other Ideas

Here are some ideas for more features you can add to this technique. The first is to add the *Escape T16* code at specific locations to close up the space between lines. Using this code along with the *Escape V* code, you can stack these special lines on top one another for more

effects. Figure 3 shows an example.

Another idea is to add the code for color printing on the Imagewriter II. The code is *Escape K2*. The "2" can be a number from 0 to 6, representing the various colors.

Finally, try using these special codes inside headers and footers of your document. This way you can print attractive rules on every page of your letter or document. Figure 4 has an example of these features.

Special graphic characters printed 50 times in a row using the code Escape V0050n where "n" equals any of the following characters:

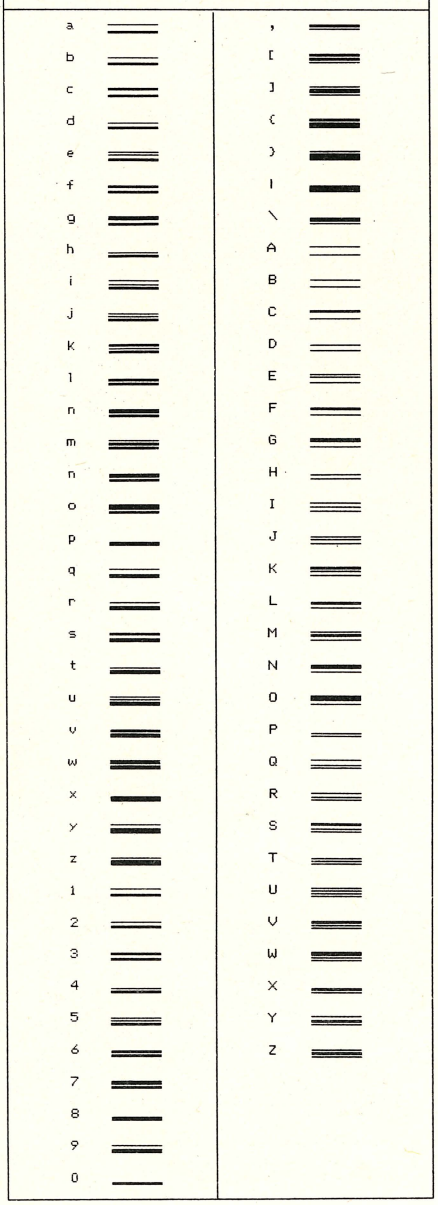


Figure 1: Special graphic character chart

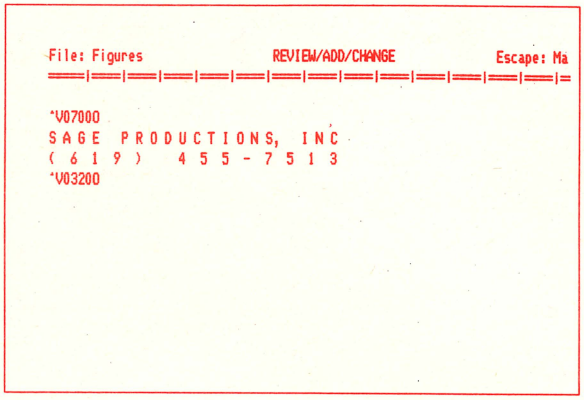


Figure 2: Simple use of the graphic characters showing the document in the word processor and the resulting printout. Be sure to select the SPECIAL printer you set up with the All-Purpose code.

SAGE PRODUCTIONS, INC
(6 1 9) 4 5 5 - 7 5 1 3

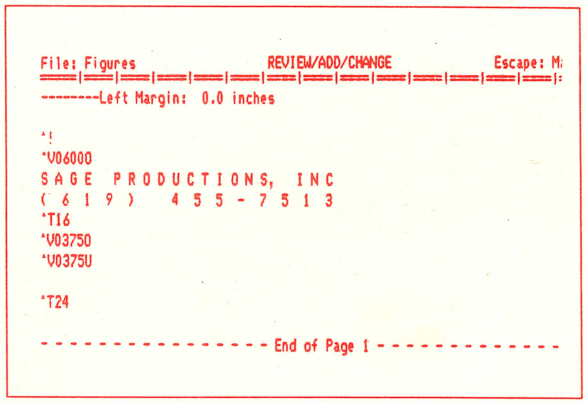

File: Figures
REVIEW/ADD/CHANGE
Escape: M
--------Left Margin: 0.0 inches
*!
*V06000
SAGE PRODUCTIONS, INC
(6 1 9) 4 5 5 - 7 5 1 3
*T16
*V03750
*V0375U
*T24
- - - - - - - - - - - - - - - - End of Page 1 - - - - - - - - - - - - -

Figure 3: Example of the same technique adding the Escape T16 code to adjust the line spacing. Notice that the Escape T24 code appears at the end of the document to return the spacing to normal. Result is printed below.

SAGE PRODUCTIONS, INC
(6 1 9) 4 5 5 - 7 5 1 3

Another Technique for Creating Letterhead In the AppleWorks Word Processor

There are other special graphics features you can access on the Imagewriter II printer. The Imagewriter II comes with a complete set of Mouse Text characters built in. By simply accessing these characters from your AppleWorks word processor documents (in much the same way as we did in the previous technique), you can get some interesting results.

After turning on the Mouse Text characters with the code *Escape & ,* 32 special graphic characters are printed when you enter any of the upper case letters on the keyboard. Figure 5 has a table of the Mouse Text characters and the keyboard characters that print them when *Escape &* is active.

By activating mouse text using the All-Purpose code, then

```
File: Figures  |  REVIEW/ADD/CHANGE  |  Escape
--------Left Margin:  0.0 inches
--------Page Footer
^K2 *    ^V0600p
^!
^K0
^V0600p
^T16
^V06007
^V0040U  S A G E   P R O D U C T I O N S,   I N C
^V0040U  (  6  1  9  )    4  5  5  -  7  5  1  3
^V0375v


^T24

- - - - - - - - - -
```

SAGE PRODUCTIONS, INC
(619) 455-7513

Figure 4: This example adds the use of headers and footers to hold the special characters and adds the Escape K2 code for color. The result is printed below (color simulated).

arranging the proper keyboard characters on the screen, you can accomplish many things. Figure 6 shows an example.

Notice that the ^ symbol on the screen represents the Boldface Begin code. When printing to the SPECIAL printer, this translates to the "Escape" portion of the *Escape &* code. The "&" portion of the code immediately follows the ^ mark.

Notice also that the *Escape T16* code appears in the document. As we saw in the previous technique, this serves to condense the line spacing.

Every single character representing a Mouse Text character is typed out onto the screen. By arranging these characters in different ways, you can get some attractive graphic effects.

Experiment with these tricks, then send us your results. We'll send prizes to everyone who sends us their implementation of these techniques. Send to the address on the back page.

The 32 Mouse Text characters and the keyboard characters that access them when the Escape & code is activated.

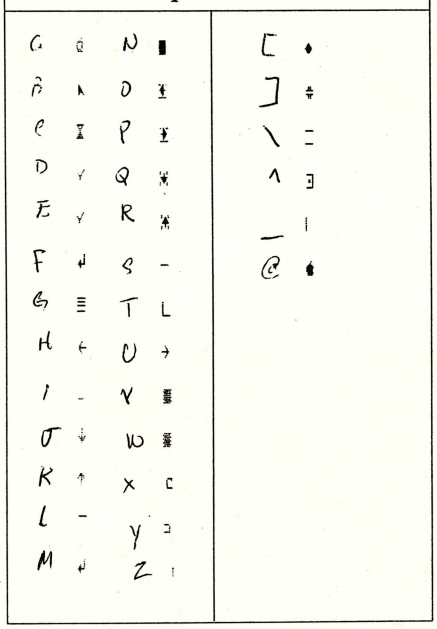


Figure 5: Mouse Text characters from the Imagewriter II manual (page 81).

Figure 6: This document uses the All-Purpose code to enter the Escape & function for Mouse Text. While this function is active, the various graphic characters print out on the printer. The result is shown below. Notice that the Escape $ code appears throughout the document to return to the normal character set. This is necessary when adding text or blank spaces. Also notice that the code Escape T16 appears to alter the line spacing.

```
File: Figures  |  REVIEW/ADD/CHANGE  |  Escape: M
--------Bottom Margin:  0.0 inches
--------Left Margin:  0.0 inches
^!
^K
^T16
^)
^$                    SAGE PRODUCTIONS, INC.
^$                         FORM 122-A
^$ ^&
^$ ^&
J ^$    PLEASE PRINT

- - - - - - - - - - - - - - - - - - End of Page 1 - - - - - - - - - - - - -

Type entry or use ? commands                Line 15  Column  9        ?-?
```

Remember, the ^ symbol is the Boldface Begin mark and the character immediately following is the remainder of the Escape code.

This code tells the printer to print in one direction only. This keep the alignment of the borders.

Match the individual characters with those in the chart. You'll have to experiment with placement since every position is important to the result.

```
SAGE PRODUCTIONS, INC.
FORM 122-A
```

PLEASE PRINT

Did You Know

Open Apple - N

You probably know that the Open Apple - N command changes the name of a document. In the database, you can use it to change the name of your file and go on to change the names of the categories in the file. You can also use it to add or remove categories from the file. But did you know that when you're inside a report format (labels or tables), the Open Apple - N command lets you change the name of the report format? When you use this command in the report formats, you also get the option of entering a one-line title that appears at the top of each page of the report. This is like a header, but you can enter anything you want; and it prints onto the report whether you have the header ON or OFF in the options screen. If you don't like the headers that AppleWorks gives you for the report, use this feature to enter your own, then turn off the header for the report.

Record Selection Rules

Did you know that record selection rules are saved with your report formats? This is extremely useful. It means that you don't have to re-specify record selection rules that you use over and over. Just save them with a report format. You can duplicate report formats but specify different record selection rules for each. This lets you look at the same information in different ways -- and it's permanently saved with the format. If you commonly use a few selection rules for a file, use this feature along with the *Print to Screen* option to view your file in various ways. It's easier than setting rules all the time.

Finding Page Breaks

Did you know that you can find page breaks in a word processor document using Open Apple - F. But be sure that the breaks are showing first, or the command won't find the pages. Use Open Apple - K to reveal the page breaks before using Open Apple - F.

Quote Unquote

Speaking to a crowd of Apple II developers, Apple CEO John Scully discussed the benefits of Apple II development:

"...you could make a lot of money. We already have."

At the Seybold conference, Apple's former Chairman, Steve Jobs commented on the shipping schedule of the new computer from NeXT, Inc.:

"...it's not behind schedule. We'll ship it when it's ready."

Random Tips

Centering

When centering information in the word processor, always use the automatic centering option *CN* in the options menu. Never eye-ball the centering by using the tab key or space bar. The automatic centering option uses your exact margin settings to center the information -- without knowing it, you might be using the edge of the screen when you try it yourself. The information might not be centered on the printout.

Line Spacing

Try getting one-and-one-half lines of line spacing on your Imagewriter by changing the *LI* option to 8 and then double spacing with the *DS* option. The combination of eight lines per inch and double spacing turns out to be one-and-one-half lines of spacing. Experiment with other combinations.

Jumping to the End of a Line in the WP

Many word processors have commands that will automatically jump to the beginning or end of a line. If AppleWorks is not your first word processor, you might consider its lack of this capability a great inconvenience.

You *can* jump to the beginning and end of a line in AppleWorks if you use the Open Apple - T command to remove all tab stops in your document. Then, press Tab once and you'll be at the end of a line. If your cursor is in the middle of a line and you want to move to the beginning, press the Up Arrow, then the Tab key, then the Right Arrow.

You can have other tab settings active, but you will have to press the Tab key an extra time for each tab setting before you reach the end of the line.

Tips & Tricks

Tips & Tricks & Tips & Tricks

Copying Blocks to the Clipboard in the Spreadsheet

Avoid Copying by Rows in the Spreadsheet, Here's the Technique and a Macro

Most spreadsheet users have been frustrated at one time or another with the inability to copy blocks of information to the clipboard in the spreadsheet. Blocks nothing! You can't even copy a part of a row or column. When copying to the clipboard in the spreadsheet, you can copy rows only -- complete, entire rows. Like it or leave it.

But there is a way of getting portions of a row or column to the clipboard. It's not the most elegant solution we've ever presented, but it works; and if you have a macro program, you can automate the process -- then it *will* be elegant. (Macros have the knack of making complex things look simple and elegant.)

First we'll describe the process, then we'll show you the macro in Super MacroWorks.

Start out by copying the desired information using the *Within document* option. This option lets you select part of a row or column, but it doesn't place the information on the clipboard. So copy the desired information to an area of the spreadsheet at the very bottom of the page. Use Open Apple - 9 to move to the bottom before "pasting" the information.

Now that the information is at the very bottom of the spreadsheet all by itself, you can use the Open Apple - C command with the *To clipboard* option to get the same information (by itself) onto the clipboard. Since you've placed the information by itself at the bottom, you won't get any unwanted information along with it.

The macro actually improves on the technique, making it very much like an AppleWorks function. Figure 1 shows the entire macro as a word processor document; you can type it into the word processor exactly as shown, then compile it with Super MacroWorks or Ultra Macros. A few simple changes in the command tokens will make this macro compatible with Key Player or AutoWorks. See your manual for details.

What the Macro is Doing

The macro uses the Solid Apple-T command. Part of the challenge was getting the macro to know where to find the information once it's been copied to the bottom of the worksheet. Jumping to the bottom with Open Apple - 9 would place the cursor at the bottom of the new information -- it would be impossible to know just how much was copied. So the first thing the macro does is jump to the bottom of the worksheet and place a marker there. The marker is a text string: &&.

The macro returns to the top of the spreadsheet with Open Apple-1 and asks you to move to the beginning of the block. The

```
START
T:<ALL><OA-9><DOWN>"&&<RTN><OA-1><MSG>'MOVE
TO BEGINNING OF BLOCK THEN PRESS RETURN '<INPUT>
<OA-C><RTN><MSG>" "<INPUT><RTN><OA-9><RTN>
<OA-F>T<OA-Y>&&<RTN><OA-M>T<OA-9><RTN>!
```

Figure 1: Super MacroWorks Macro for copying portions of a row or column to the clipboard. Notice that the first message is surrounded with single quote marks and the second message is in double quotes and contains only spaces.

<INPUT> token awaits your carriage return. Next, the macro invokes the Open Apple - C command and selects the *Within document* option. Using the standards of the Open Apple - C command, you press Return when finished highlighting the information.

The macro jumps to the bottom of the spreadsheet and places the copied information there. Now the macro has to find the beginning of the information at the bottom of the spreadsheet so it searches for the marker we placed there. Notice that it uses the Open Apple - Y command after using Open Apple - F. This is an important technique in macros.

Finally, the macro uses the Open Apple - M command to move the information to the clipboard, leaving the spreadsheet almost completely unaltered.

That's it, your information is now on the clipboard all by itself.

Odd Things About Word Processor Margins

Word processor documents start out with a default of one inch left and right margins. That's alright, except when you don't realize that the left edge of the screen is not necessarily the left edge of the paper and, hence, the left edge of your printout. What the screen shows as the left edge is really the left margin setting.

If you set a left margin at the beginning of a document to, say, three inches, the left side of the screen does not change. The document still lines up with the left edge of the tab line (see Figure 1). The right side of the screen changes, showing you space beyond the right margin -- space that is totally useless to you unless you change the CI or PW settings.

What makes things rather confusing is when you set a smaller left margin lower down in the same document. The left side of the screen will now align with the smallest left margin in the document. This could actually

Continued on next page.

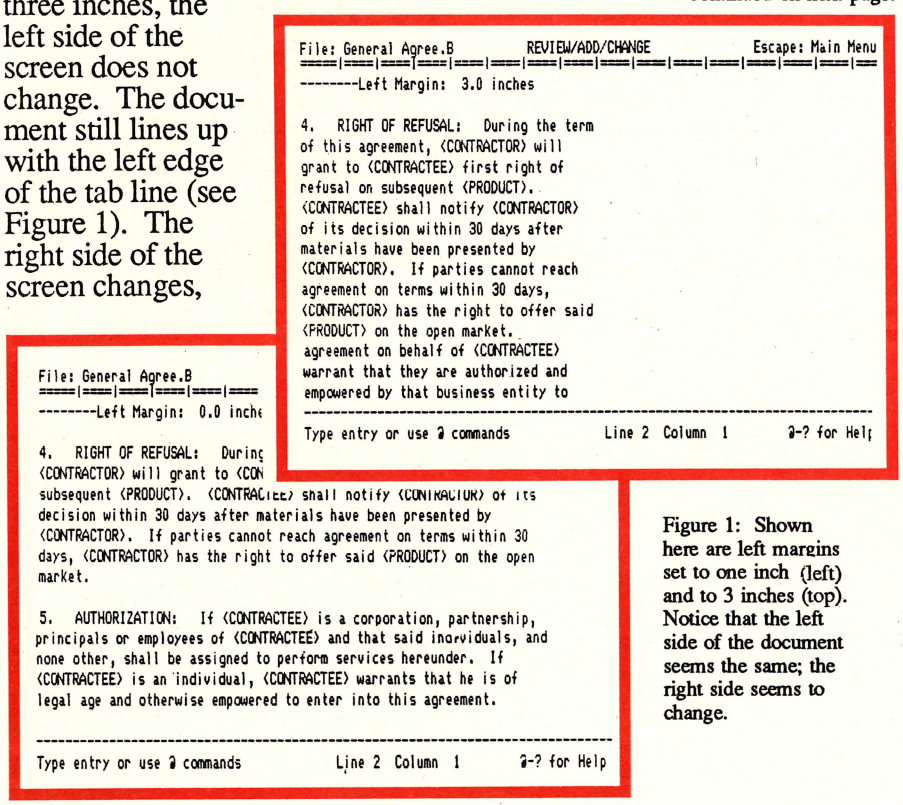

File: General Agree.B REVIEW/ADD/CHANGE Escape: Main Menu
--------Left Margin: 3.0 inches
4. RIGHT OF REFUSAL: During the term of this agreement, (CONTRACTOR) will grant to (CONTRACTEE) first right of refusal on subsequent (PRODUCT). (CONTRACTEE) shall notify (CONTRACTOR) of its decision within 30 days after materials have been presented by (CONTRACTOR). If parties cannot reach agreement on terms within 30 days, (CONTRACTOR) has the right to offer said (PRODUCT) on the open market.
agreement on behalf of (CONTRACTEE) warrant that they are authorized and empowered by that business entity to
Type entry or use @ commands Line 2 Column 1 @-? for Help
File: General Agree.B
--------Left Margin: 0.0 inch
4. RIGHT OF REFUSAL: During
(CONTRACTOR) will grant to (CON
subsequent (PRODUCT). (CONTRACTEE) shall notify (CONTRACTOR) of its decision within 30 days after materials have been presented by (CONTRACTOR). If parties cannot reach agreement on terms within 30 days, (CONTRACTOR) has the right to offer said (PRODUCT) on the open market.
5. AUTHORIZATION: If (CONTRACTEE) is a corporation, partnership, principals or employees of (CONTRACTEE) and that said individuals, and none other, shall be assigned to perform services hereunder. If (CONTRACTEE) is an individual, (CONTRACTEE) warrants that he is of legal age and otherwise empowered to enter into this agreement.
Type entry or use @ commands Line 2 Column 1 @-? for Help

Figure 1: Shown here are left margins set to one inch (left) and to 3 inches (top). Notice that the left side of the document seems the same; the right side seems to change.

Contest Challenge

We're offering prizes for subscribers who can show us a macro to compliment the one in the first tip (page 23) by copying the information back off the clipboard and placing it in any desired location in a new spreadsheet -- without altering the rows or columns of the spreadsheet. It won't be easy, so take your time and send the results when you're ready.

The first 20 people who can do this in a macro (any macro program is okay) will get a complete volume of back issues of both the Main Menu and Exclusive Reference newsletters. The solution judged best will win a $100 gift certificate for AppleWorks templates and other publications we offer.

Hint: Use the reverse of the technique described. Move the information off the clipboard to the bottom of the destination spreadsheet, then copy it into place.

Problem: How do you determine if the information copied is in a row or a column?

Hint: Try altering the macro shown here so that it copies the information to the bottom of the spreadsheet beginning at column A.

Hint: Make use of markers as we've done here.

Call for Macros!

We're compiling macros for a book, entitled *AppleWorks Macros* to be published in mid 1988 by Scott Foresman & Co. Send us your macros and if they get into the book, we'll send you $10 or a gift certificate worth $20 (include your phone number with the entry).

Margins

Continued from previous page...

have the visual effect of shifting your existing text over to the right. So the tab line at the top of the screen is not to be taken literally; it's meant to be relative to the leftmost side of the screen, which is the smallest LM setting.

So far so good...now for the printout. What the manual doesn't tell you about printing is that everything is normally set up to print with 10 characters per inch for 8 inches across. That's 80 characters across the page. The screen displays up to 80 characters, the PW setting is for eight inches, your printer prints onto eight inches. When you set a margin of one inch, you'll be printing onto seven inches. Basically, everything is relative to the eight-inch standard.

> Plan on adding an extra half inch to the actual margins on the printout

But wait! My paper is eight-and-one-half inches across. What happens to the extra half inch? Frankly, you lose it. Plan on adding an extra half inch to the actual margins on the print out, over and above the margin settings. You can't print in this margin, you can't access it, you can't remove it, AppleWorks doesn't even acknowledge it.

Normally, you'll want to split this extra half inch between the left and right sides of your page, giving one quarter inch on each side. So even if you set your right and left margins to zero, you get this extra margin.

The moral of this story is that if your work requires precision regarding margin settings, remember that what you see is not what you get from AppleWorks.

Using Mail Merge Instead of Labels-Style Reports

Mail Merge Does What Labels Reports can do...and More

Did you ever think that mail merge in AppleWorks has made labels reports almost obsolete? Not only can the 2.0 version's mail merge capabilities accomplish what labels style reports can accomplish, they can accomplish much more.

Any categories that you can include in a labels style report can be included in a word processor document using mail merge. Setting up a standard mailing label using mail merge instead of labels reports is easy; and all record selection and sorting capabilities established in the database are enforced in the mail merge report.

But mail merge gives you other advantages, such as the ability to add any printer codes to the printout of the labels affecting individual parts of the label. This includes boldface, underscore, etc. And the ability to enter the header or footer of your choice for the pages, rather than being forced into using the header applied by AppleWorks to database reports. You also get the ability to create reports that exceed 15 lines (a frustrating limit applied to labels style reports).

Plus, labels reports do not allow you to enter text on the report layout, only fields; mail merge reports allow any text inside the report that you care to enter into the document. (We described another technique for printing messages into a report format in last month's Journal).

But one of the biggest advantages of using mail merge for labels style reports is that mail merge reports can include calculated categories from the database.

With all these advantages in mind, lets look at setting up labels reports using the mail merge features of AppleWorks version 2.0. (Third party mail merge products can offer these advantages for version 1.3 of AppleWorks, namely InfoMerge from Pinpoint Publishing and the mail merge features of Auto-Works from the Software Touch.)

The procedure for preparing a mail merge document from a database is described in full in the previous issue (Issue 1-1), including a table indicating the page length setting required for various numbers of lines in the report. We'll briefly repeat the process here, but turn to Journal Issue 1-1 for the whole story.

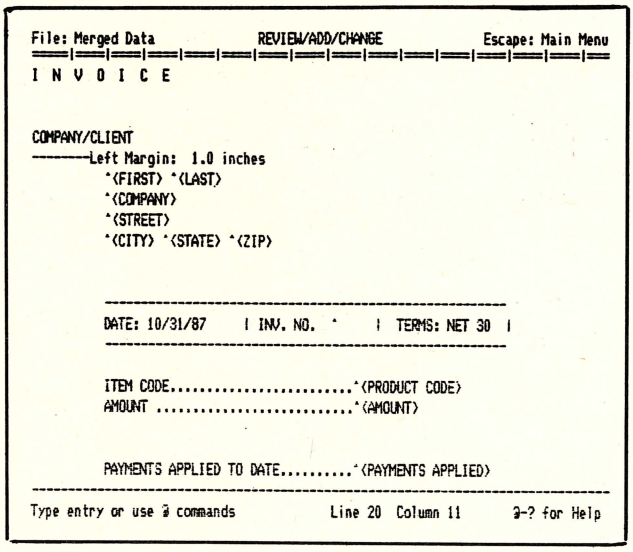
Begin inside the database that you want to use for the report. Use Open Apple - P to begin a new *Tables* report format. Only tables reports can print mail merge fields for the word processor. Don't worry about removing unwanted categories from the basic tables layout, just leave them all showing. Add any calculated categories that you want using Open Apple - K.

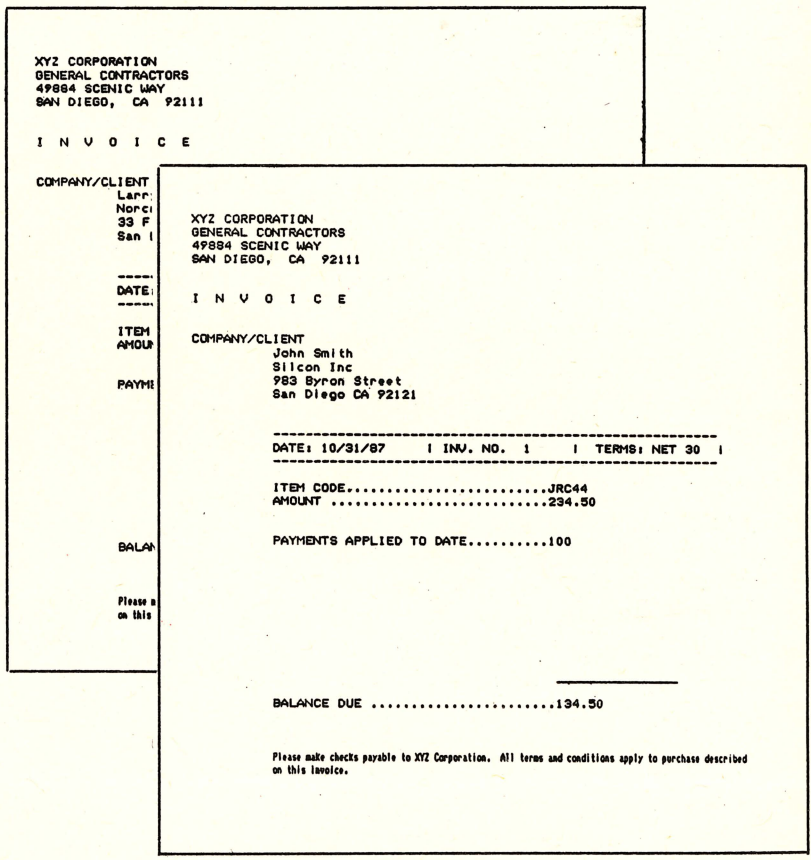
Keep in mind that category totals and group totals created with the commands Open Apple - T and Open Apple - G respectively, will not merge into your word processor document, so it matters not if you set totals in this report. Another tip in this issue describes how to manipulate group totals in database reports so that you can merge them into a word processor document. The task requires some very special techniques.

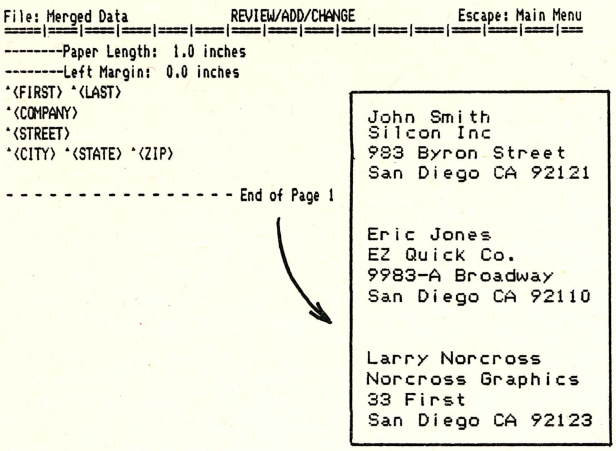
The next step is to print the report using the *To the clipboard for mail merge* option, then move to the document and enter the merge fields into the appropriate places on the page with the MM option of the Open Apple - O command.

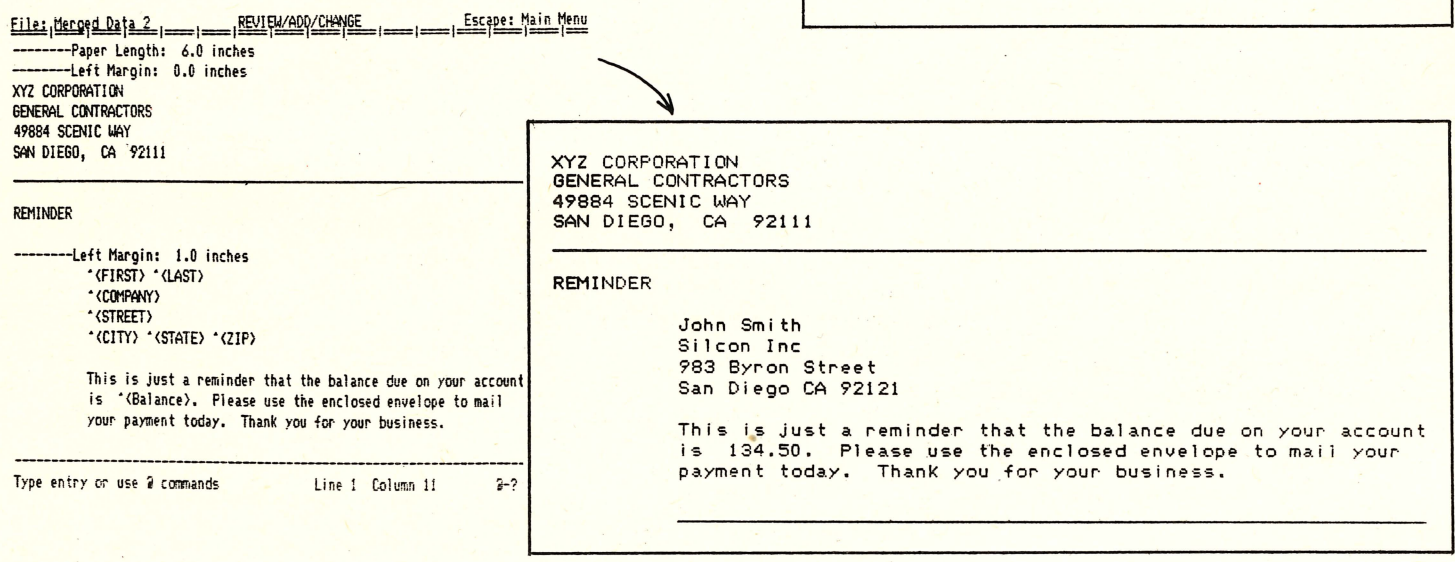
Finally, reduce your page length so that it matches the number of lines you have in the document setup. (The table shown in the previous issue will help you set the correct page length).

The fun part is adding the desired features to the report format (i.e., the mail merge document) using standard word processing commands and options. This is where you can easily surpass the capabilities of the database. Figure 1 shows several formats using this mail merge technique; it also shows some of the resulting printouts.


File: Merged Data REVIEW/ADD/CHANGE Escape: Main Menu
I N V O I C E
COMPANY/CLIENT
Left Margin: 1.0 inches
*⟨FIRST⟩ *⟨LAST⟩
*⟨COMPANY⟩
*⟨STREET⟩
*⟨CITY⟩ *⟨STATE⟩ *⟨ZIP⟩
DATE: 10/31/87 | INV. NO. * | TERMS: NET 30
ITEM CODE.....*⟨PRODUCT CODE⟩
AMOUNT .....*⟨AMOUNT⟩
PAYMENTS APPLIED TO DATE.....*⟨PAYMENTS APPLIED⟩
Type entry or use @ commands Line 20 Column 11 @-? for Help


XYZ CORPORATION
GENERAL CONTRACTORS
49884 SCENIC WAY
SAN DIEGO, CA 92111
I N V O I C E
COMPANY/CLIENT
John Smith
Silcon Inc
983 Byron Street
San Diego CA 92121
DATE: 10/31/87 | INV. NO. 1 | TERMS: NET 30
ITEM CODE.....JRC44
AMOUNT 234.50
PAYMENTS APPLIED TO DATE.....100
BALANCE DUE 134.50
Please make checks payable to XYZ Corporation. All terms and conditions apply to purchase described on this invoice.




File: Merged Data 2 REVIEW/ADD/CHANGE Escape: Main Menu
Paper Length: 6.0 inches
Left Margin: 0.0 inches
XYZ CORPORATION
GENERAL CONTRACTORS
49884 SCENIC WAY
SAN DIEGO, CA 92111
REMINDER
Left Margin: 1.0 inches
*⟨FIRST⟩ *⟨LAST⟩
*⟨COMPANY⟩
*⟨STREET⟩
*⟨CITY⟩ *⟨STATE⟩ *⟨ZIP⟩
This is just a reminder that the balance due on your account is *⟨Balance⟩. Please use the enclosed envelope to mail your payment today. Thank you for your business.
Type entry or use @ commands Line 1 Column 11 @-?
XYZ CORPORATION
GENERAL CONTRACTORS
49884 SCENIC WAY
SAN DIEGO, CA 92111
REMINDER
John Smith
Silcon Inc
983 Byron Street
San Diego CA 92121
This is just a reminder that the balance due on your account is 134.50. Please use the enclosed envelope to mail your payment today. Thank you for your business.

Using Database Group Totals

Ways of Using Group Totals -- Beyond the Basics

Special Feature

We've received many letters regarding the problems surrounding database group totals and the inability to transfer them to other documents. When you try to print them to a file on disk (using any method), the group totals don't appear.

Without applying special techniques, you can't access group totals through mail merge, and that's often what you want to do when printing various forms like those described on the previous page. Issue 1-1 of the AppleWorks Journal described how to get calculated categories back into a database, but that does not include totals or group totals.

So here it is...the only way to get group totals into a database and, consequently, into the word processor through mail merge. The technique uses a simple macro which we will describe.

A billing system is a good candidate for this type of need. Suppose you track customer purchases in the database. Since you enter all transactions into the database, you often end up with several transactions for any one customer. Using the handy database group totals features, you are able to tally up any customer's total for all transactions. The resulting report printed from the database might look like the one in Figure 1.

The Total category simply contains the amount of each transaction (delivery) and is being totalled with the Open Apple - T command. Group totals are placed on the Name category.

The goal is to print an Invoice form containing just the total owed by each customer. We'd like to use the Mail Merge feature so that the invoices will print automatically using the data from the database.

Step One

Create a tables-style report similar to the one shown in Figure 1; but choose the option for printing *group totals only*. This option appears when you originally set the group totals. When you print the report, it will look like Figure 2. Notice that only the group totals are showing. (Remember, when using group totals, you should arrange the category by which the groupings appear.) Be sure to turn the header off using Open Apple - O.

Step Two

After you set up the report as described in step one, print it to the clipboard using the option *The Clipboard (for the Word Processor)*. Since you'll have only one "record" per client which is the total of all other records, you can have up to 250 clients on the clipboard before running out of room. Keep in mind that the clipboard will truncate information past the 80th column -- so keep the tables format short.

Step Three

Create a new word processor document from scratch and use the Open Apple - C command to copy all information from the clipboard. You will get your

Continued on page 32.
Also see Tip on page 30.

EMS Data Svcs	13.00
	13.00
Grant Systems, Inc	12.50
Grant Systems, Inc	13.50
Grant Systems, Inc	15.00
	41.00
Local Merchant	12.50
	12.50
Small & Smaller	16.00
Small & Smaller	16.00
Small & Smaller	12.50
	44.50
	111.00*

Figure 1: Example database report including group totals on the Name category with totals in the Total category.

EMS Data Svcs	13.00
Grant Systems, Inc	41.00
Local Merchant	12.50
Small & Smaller	44.50
	111.00*

Figure 2: This is the same report as in Figure 1 except with only group totals showing.

Letters

Justification and Indentation Equals Frustration

With reference to Beverly Sykes' letter regarding indentation on a justified paragraph and your response (Main Menu Issue 2-8 page 3)..I also prefer to use indented paragraphs and have to agree with Beverly that ragged indents with justified paragraphs is sheer frustration. However, the problem can't be solved with the LM command. With no carriage returns in a paragraph, if you move the margin for the first line there is no way to move the following line back to the original left margin.

I have found no instructions in the AppleWorks manual for indentation other than hanging paragraphs and very few people use those in letters. It looks like you have to choose between the semi-block letter style or justified right margins. There should be a way to have both.

J.M. Wells
Santa Barbara, California

Changing the left margin definately will not give you the appropriate consistency in the first line of the paragraphs. In fact, there is no way to get around the hanging paragraphs without using a font downloading program.

Using a font downloader, you can cause some obscure character to print out as a blank on the printer, but the character will hold a consistent number of spaces in the document. You might try using the bracket { or } since they are seldom used.

Next design a font (or better yet, alter an existing font) so that the characters { and } will print out as blanks. Instead of using the tab key to indent, you'll have to press the { key five times, as in the following:

{{{{{Once upon a time
there was a village called
Greentown.

This is not very attractive in the document and you can never print the document without the downloaded font active -- unless you change the {{{{{ back to five spaces with the Replace command.

Print Quick from Third Wave Technology is an excellent font downloading program at a great price. It also contains some bonus programs. It is reviewed, along with several others, in issue 1-7 of Exclusive Reference.

Blank Lines Take Up Room On Clipboard

I wanted to print some addresses from my database report into a letter. I carefully printed to the clipboard and then successfully copied the six-line labels to my word processor document. However, when I tried printing three-line labels with three extra blank lines to the clipboard (the way it would be set up for a one-inch label), it didn't work. I got the message "the clipboard is empty". When I deleted the empty lines it worked correctly.

Anne Nobis
New Richmond, Ohio

Without knowing what kind of Apple II you have and how much memory, I can only assume that the three blank lines have added too many lines for the labels to fit onto the clipboard. The clipboard is normally limited to 250 lines of information. The three extra lines are effectively doubling the size of your label, even though they are blank.

When the entire report cannot fit onto the clipboard, AppleWorks won't put *any* of it on. So your message will indicate an empty clipboard. Try breaking the document into two pieces and printing twice -- or better yet, use the mail merge technique described in our Tips & Tricks this month. Your problems will be history.

Journal Good on the "hole"

After having read through the new combined publication, I find it to be well written and informative. I especially appreciated your review of the Beagle Bros new Time Out *series. I'll be purchasing at least one enhancement and probably several in the near future.*

I do have one suggestion for the Journal. I would really appreciate having it punched to fit a three ring binder, as was the Main Menu.

David E. Meyer
Tacoma, Washington

Thank you for the quick response to the first issue (and the positive one). We hope to

hear from more readers offering opinions about about the new publication, especially if you like it. We take your comments seriously and will always consider implementing your suggestions.

As you can see, we have three-hole punched this issue. We planned to punch all issues but the first one caused a problem because of the extra inserted Index. When issues contain extra inserts, we might have to forgo the holes.

Printing Suggestion From Issue 1-1

On page 10 of the latest issue (Issue 1-1) of the AppleWorks Journal, under the caption "This Page, That Page, Whatever," Arliene Adams relates a problem with printing when using the choice of This page *or* Cursor.

I, too, have experienced this and found it to be most aggravating. After working with it, I discovered this method to get around the problem: Enter Open Apple - P and choose either This page *or* Cursor. *Indicate the print location but when asked for the number of copies, press Escape.*

Now repeat the command and the desired option but this time press Return when asked for the number of copies.

I hope this will help.

Hilda S. Rosin
Crystal Beach, Florida

File Servers, Networks and AppleWorks

I have a 20 megabyte ProApp hard drive and I want to access it from both of my Apple computers. Someone has suggested a "file server" setup and someone else suggested a "bulletin board" arrangement. I would settle for a manual switch that I could turn to one of two positions, allowing one or the other of the computers access to the hard drive at any one time. Do any of you have a suggestion for my hookup problem to the ProApp?

Jim McBride
Houston, Texas

The most sophisticated networking software we could find available for the Apple II is the Corvus Constellation III system. It lets you divide the hard drive into individual "volumes" for each user. Although only one user can access any given volume at one time, several volumes can be "in use" at the same time -- from the same hard disk.

In addition, a special volume, called *Public* allows multi-user access simultaniously. Users cannot write information to this volume -- only read from it or access programs on it. Supposedly, you could place AppleWorks onto this volume and several users could be using the program at one time. They would have to save their files to their own private volume, however. This type of setup usually requires a "site license" agreement since copyright prohibits multi-user operation.

The system offers lots of bells and whistles, such as the ability to establish new users and set up new volumes using a batch file that you can create in the AppleWorks word processor. Running the batch file would automatically re-configure the system.

The system is very expensive! The cables are the cheapest part and they'll run you from $200 to $600. You need the Constellation III software for $695 and controller cards for each of the computers at $249... oh, and the Corvus hard drive which ranges from $2795 to $8995, far more expensive than other brands. Unfortunately, the software does not work with hard drives other than Corvus drives.

Apple is rumored to be working on true file serving capabilities for the AppleTalk network that would eventually include Apple II computers.

An alternative method includes products from a company called Lantech. Lantech produces products that offer device selection through networks such as AppleTalk.

A bulletin board system (BBS) requires that one computer be used as the host. A host computer is dedicated to running the BBS. You would also need host software and telephone lines to access the host computer. Each computer accessing the host would need a modem and the host would have to have a *smart modem* (one capable of managing callers). BBS setups are not usually considered for local area networks (LANs). One source of information and software on BBS services for the Apple II is Russ Systems.

Lantech
(602) 955-7746

Corvus
1 800 426-7887

Russ Systems
(408) 425-0531

Amortization

After seeing the AppleWorks Annuities article in the Journal, I wonder if my Apple IIc will calculate an amortization table based on:

Loan = 10,000
Term = 120 months
Interest = 9%

I would need the monthly payment, interest, principal and balance. How complicated are the formulas for a spreadsheet?

Hal Skoog
Ventura, California

Amortization tables can be complex but, thankfully, there

Continued on page 30.

Review: Time Out Quickspell

Internal Spelling Correction for AppleWorks

Beagle Bros announced their new line of AppleWorks enhancements last month. The line, called Time Out, features seven Application disks (sold separately) and each can be added into AppleWorks. An overview of the entire line was featured in last month's AppleWorks Journal. This month, we have a complete review of the Time Out Quickspell application; Beagle's best-selling Time Out application so far.

Although Quickspell is probably the fastest spelling checker available, with the ability to search through a 14 page document in about 20 seconds, it's not raw processing power that makes this spelling checker so fast and convenient. It's the ability to check words while you're right inside the AppleWorks word processor. And its commands and options let you go as fast or slow as you like.

Once you install Time Out onto your AppleWorks disk, you're up and running with Quickspell. The installation takes care of itself. Just tell Time Out where you will be keeping your applications. Choices include the AppleWorks startup disk, a slot and drive location, or any ProDOS pathname (including /RAM, /MRAM, or any other RAM disk specification).

Now copy the files

TO.QUICKSPELL
TO.UTILITIES

to the specified location. If you own a RAM expansion card, you can set up a RAM disk and store the applications there, or if you're not sure how to do that, Time Out has commands for moving the accessories into RAM for you. More on this later.

If everything is alright, Time Out will be available when you start AppleWorks. If not, Time Out will give you a message indicating that it could not find the accessories. Assuming all is well, go into the word processing document that you want to check and press Open Apple-Escape. Soon you will see the Time Out menu as shown in Figure 1.

Select the Quickspell application and in moments your document has been checked. Quickspell now displays all questionable words on the screen with a set of options (see Figure 2).

Figure 1: The Time Out menu showing three Time Out applications.

You have two basic ways of correcting the words: you can correct them in context or you can correct them right from this display. The latter is handy if the words are quite obvious and you know exactly how to correct them without seeing them in the document.

Options 2, 3, and 4 let you act on the words without seeing them in context. These options will also act on every occurrence of the

In Search Of...

The Perfect AppleWorks Setup

Chris Van Buren

Some of you might be thinking about altering your permanent AppleWorks setup to include the Time Out applications. If you have an expanded system and you work with other software products (other than just AppleWorks) this could mean re-applying patch programs, changing memory configurations, setting up special work disks, and more.

Having AppleWorks set up in the most powerful way is nice, but it must also be set up in a comfortable way.

Well, that's what I was thinking when I got ready to install my Time Out Applications. I thought, "why not go ahead and set up that RAM disk at the size I really want?" My eyes began to glaze over... "I should really have AppleWorks boot from RAM and load my Time Out Applications onto another RAM drive...and, let's see...a desktop of over 300k..." My entire Saturday was shot!

So in a coming issue (hopefully next issue), I will discuss the benefits and problems and, most important, the procedures of setting up various AppleWorks systems using various expanded memory configurations.

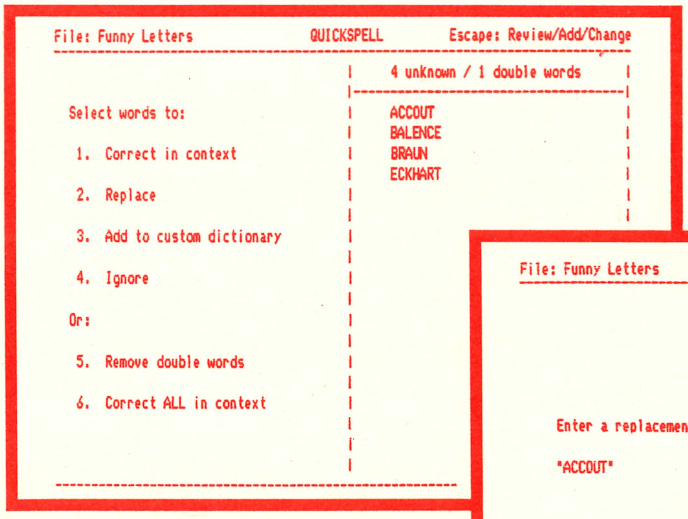
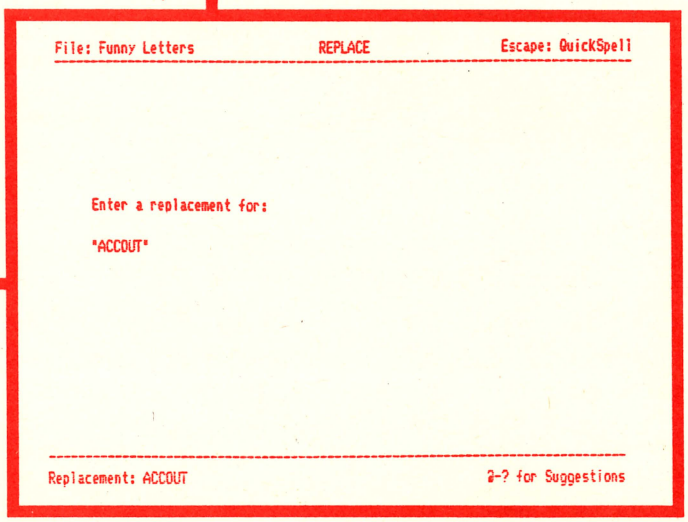


Figure 2: Quickspell displays all questionable words on the right side of the screen and the options for correcting them on the left.

Figure 3: Quickcheck lets you correct the spelling of words. Note that upper and lower-case letters make no difference to Quickspell.



word you select. For example, the word *balance* is mispelled twice in our sample document. If we choose the *Replace* option and then select the word BALENCE in the list, Quickspell gives us the opportunity to change the spelling (see Figure 3). Now every occurrence of the mispelled word is corrected in the document. To correct just one occurrence of a word, use the "in context" style of working.

There are two "in context" options. You can correct all words in context or you can view any set of words from the list in context then return to the word list when you've finished correcting them.

When correcting words in context, you have the same three actions available: Replace, Add to dictionary, and Ignore word. In addition, you have an option to Skip a word (see Figure 4). The *Skip* option lets you move on to the next word without any changes to the word in question. If the same word appears again in the document, you will get the option again. *Ignore* tells the program to ignore this and all occurrences of the word throughout the document.

You can add words to the dictionary for use on future documents. You can add as many words as your disk (or memory) will hold.

When correcting the spelling of a word, either in context or from the word list, you can press Open Apple - ? to get a list of 29 suggested spellings. Like AppleWorks, you can type the number associated with the desired word to select it. Quickspell will automatically insert your chosen word in place of the mispelled word or you can press Escape to back out.

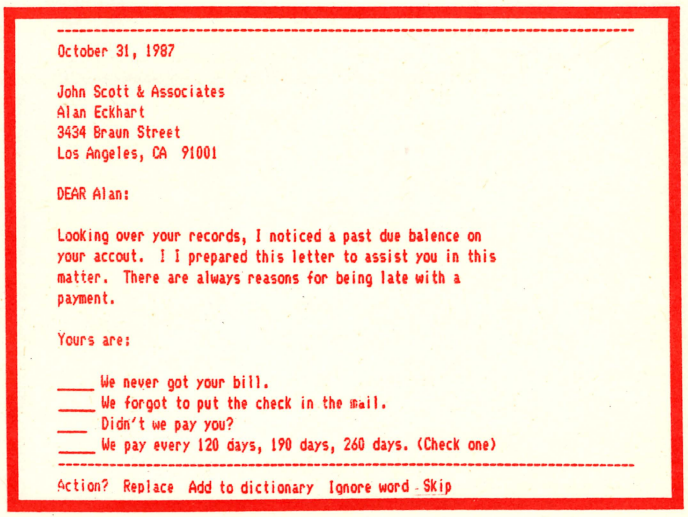
If desired, you can see 29 more suggested spellings, but each time you select more, the suggested words get more and more obscure. Chances are... if it's not in the first 29, you'll have to look it up. Figure 5 shows the suggested word list.

Utilities

All Time Out applications come with a Utilities file. This file gives you various setup options for the applications. The utility options are shown in Figure 6.

Configure options for Quickspell include setting up locations for the dictionaries and activating the Quick memory check option. This option, when "on" tells Quickspell to remember the

Figure 4: When correcting words in context, the available options appear at the bottom of the screen.


October 31, 1987
John Scott & Associates
Alan Eckhart
3434 Braun Street
Los Angeles, CA 91001
DEAR Alan:
Looking over your records, I noticed a past due balence on your accout. I I prepared this letter to assist you in this matter. There are always reasons for being late with a payment.
Yours are:
____ We never got your bill.
____ We forgot to put the check in the mail.
____ Didn't we pay you?
____ We pay every 120 days, 190 days, 260 days. (Check one)
Action? Replace Add to dictionary Ignore word Skip

words that it looks up in the dictionary (i.e., keep them in RAM) so that repeated use of the program prior to turning off the computer will speed up the correction process.

The *Load to memory* and *Dump from memory* options let you take a Time Out application off disk and put it in memory for fast operation; and dump it from memory when finished. Applications running from memory will operate much faster than those on disk. However, applications loaded to memory share desktop space with AppleWorks, so if you have limited desktop space, don't use this option.

The *Change memory status* option permanently makes a disk based application a memory based application (and vice versa), so that your application will already be in memory when you start AppleWorks.

The last two options let you change the names of your Time Out applications and sort the applications menu (Figure 1).

The Bottom Line

We like Quickspell. In fact, we like all of the Time Out applications we've seen and would recommend that you get them. But we also like Pinpoint's Document Checker. It, too, is fast and checks multiple documents if desired. Its status reports are very detailed for each document checked.

We don't recommend dropping the Document Checker if you already own it, unless you routinely check the spelling of small documents and find it an inconvenience to quit AppleWorks just to check them. If you own something else, consider either Time Out Quickspell or the Document Checker.

Time Out Quickspell requires AppleWorks version 2.0 and, consequently a minimum of 128k RAM. It works on enhanced and unenhanced IIe computers alike. List price is $69.95.

Beagle Bros
(619) 296-6400

Letters

Continued from page 27...

are many that are already done for you. Several are in the public domain. We've placed a couple of the public domain tables on this month's disk along with other helpful files for the articles in this issue. For more information about loan analysis worksheets, see Issue 2-3 of Exclusive Reference and Issues 1-3 and 2-3 of the Main Menu. There are also two loan templates offered in our template catalog, one on the Personal Financial disk and one on the Collection disk.

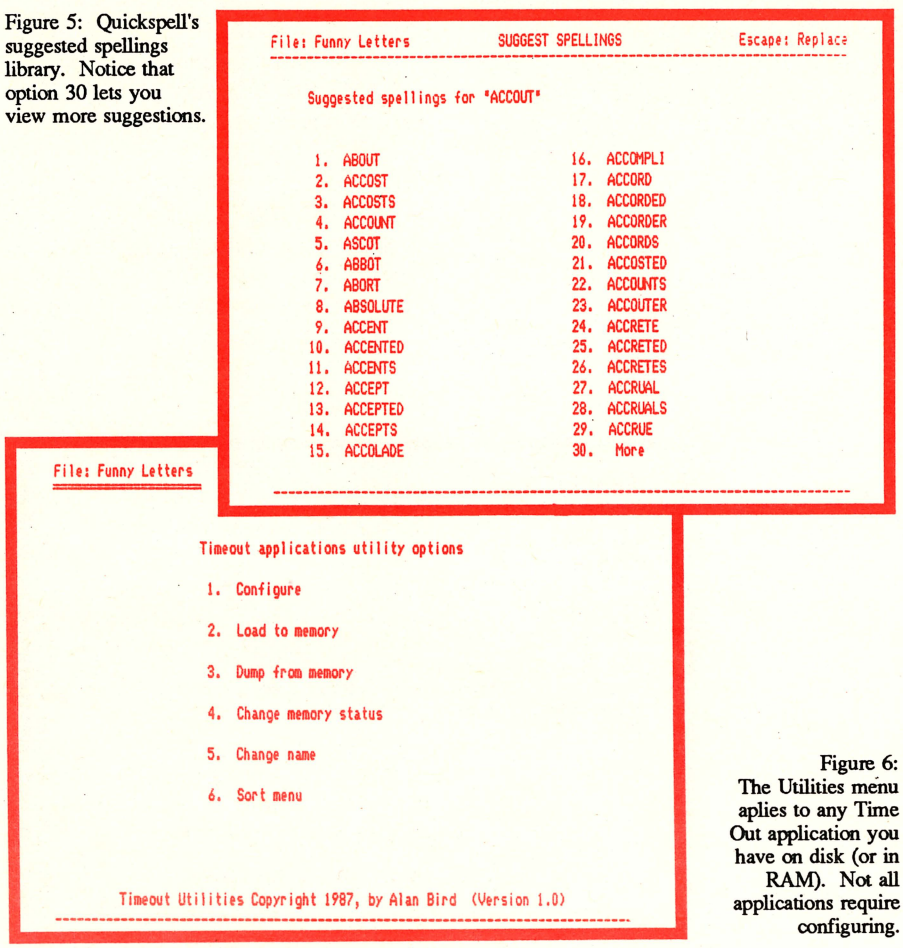


Figure 5: Quickspell's suggested spellings library. Notice that option 30 lets you view more suggestions.

Figure 6: The Utilities menu aplies to any Time Out application you have on disk (or in RAM). Not all applications require configuring.

Reporting Tip

Our article about "Using Database Group Totals" on page 25 is a good way to manipulate group totals with only AppleWorks features.

But there are two enhancement programs available that can make this task quite simple (after you learn how to use the programs).

InfoMerge from Pinpoint Publishing has the ability to merge information from the database to the word processor and after the information is merged, InfoMerge can perform calculations on it. You can recreate group totals this way.

ReportWorks from Megahaus is a full report generator for AppleWorks files and has the ability to perform numerous calculations on database information just for reporting purposes. You can even sort the resulting reports by the group total if desired.

Pinpoint....(415) 654-3050
Megahaus...(619) 450-1230

News Random

APPLEFEST provided some interesting new products and announcements. The Sage Productions booth was popular and we received great response to the bound collections of back issues. We also got a lot of challenging AppleWorks questions that we'll be writing about in the coming months. Here's an overview of the various products shown at the show:

THIRD WAVE TECHNOLOGY
announced its new product, called Quick-Chart, a charting and graphing program offering high quality resolution on printouts -- including color printing from the Imagewriter II. Quick-Chart can chart your AppleWorks data or you can enter data manually. List price is $59.95.

Third Wave Technology
1 800 233-WAVE

PINPOINT PUBLISHING
displayed and sold its Graphic Edge program. Graphic Edge provides high resolution graphing and can read your AppleWorks data files. Graphic Edge prints in color and will be able to prepare graphs that can be transferred to color slides and viewgraphs. It is an "object oriented" graphing program in that it lets you manipulate and control every object that appears in a graph (e.g., the individual bars in a bar graph). Although its rendering speed seemed slow in the demonstrations, it promises to be one of the highest end graphing products for the Apple II and AppleWorks.

BEAGLE BROS also introduced a graphing product for AppleWorks data along with their other new Time Out products. These were described in the previous issue. Beagle's booth was popular at the show.

QUALITY COMPUTERS,
an active distributor of Applied Engineering expansion products and publisher of RAMUP, is offering to update applied engineering software disks for FREE for its customers. If your versions of Applied Engineering expansion software are out of date, send to Quality Computers for FREE updates. You must send the original Applied Engineering (purple) disks.

Quality Computers
AE Software Updates
1365 Berkshire
Grosse Pointe, MI 48230

CHECKMATE TECHNOLOGY
introduced a new expansion product for the GS, called Memory Saver. This card works with your RAM expansion card (most cards supported -- not just Checkmate's) to supply power to the RAM chips at all times. This allows you to use RAM as a

Continued on next page.

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About the Journal

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To avoid confusion, we use a few conventions when referring to AppleWorks commands and options. Commands refer only to those keystrokes that include the Open Apple key and options refer to menu choices or choices listed at the bottom of the screen as the result of typing a command. Options are always listed in italics, as in:

...now print the file *to disk*.

Spreadsheet cells are shown along with the name of the cell, as in:

A1: +C34*5

Key presses that are not commands are capitalized, such as in Return, Escape, and Down Arrow. Macros are shown in the format of the macro language being used in the example. We use the term *category* in place of the more common term, *field* because the AppleWorks manual uses category.

Authors

Contributors to the AppleWorks Journal vary from issue to issue. Bylines accompany articles only occasionally. We often research or prepare articles on the suggestions of our readers. Feel free to ask our assistance on any AppleWorks problem.

Letters

Send your comments or questions for the Letters section to the Editor at the address listed above. Be sure to specify exactly what hardware you are using and your version of AppleWorks.

Christopher Van Buren, Editor & Publisher
Michael J. Biancalana, Contributing Editor
Trudy Totty, Editorial Assistant

News/Random

Continued from preceeding page...

more permanent storage place for information since it will remain active even when you turn the computer off. In case of a power failure, Memory Saver has 6 batteries that supply power to the system without loss of data.

Checkmate Technology
(602) 966-5802

JEM SOFTWARE will be intro-ducing a disk of miscellaneous AppleWorks patches. Patches will fix bugs, add simple features, and make AppleWorks easier to use. The disk, called Patch Mania, is written by Randy Brandt and will be released in late October. We'll have a complete review.

OUR SPECIAL OFFER of half off on back issues that appeared in last month's issue was not explained very well. The half-off coupon applies to individual back issues *and* the complete volume collections too. If you haven't ordered yours yet, be sure to pay only $11 for the volumes with the half off coupon, not the full price.

UPDATE on our preview of Beagle Bros products: Super Fonts has been reduced in price to $69.95 and our list price for Time Out Desktools was incor-rect, the actual list price is only $49.95.

THIS MONTH'S DISK

Periodically, we prepare a disk of files to go along with the articles in the current issue of the newsletter. We do this when the articles lend themselves to disk versions and make them available for $5 to subscribers.

This month's disk contains examples of letterhead files using special characters, the macro for copying blocks of information to the clipboard in the spreadsheet, macros and samples from the article on using group totals, and amortization tables from the public domain. Ask for disk #6.

(This tradition of offering disk files to accompany articles was started in Exclusive Reference. Last month's Index lists the complete set to date.)

Group Totals

Continued from page 25...

group totals in the word processor as shown in Figure 3. Notice that an extra space is inserted between the records. This will be important later when creating a database from this information.

You now have to break up each word processor line so that the categories occupy only one line each. In other words, you need to separate the categories with carriage returns. This is where the macro comes in. It's a very simple macro that any macro program will be able to do easily. The macro will look like this:

```
R: <all><oa-Right><Rtn>
    <sa-R>!
```

The macro simply uses the Open Apple - Right Arrow command to jump from word to word and inserts a carriage return between them. It repeats itself for continuous operation. The Key Player version would look like this:

```
{
   <A-<RIGHT>><RETURN>
   <REPEAT,99,<r>>
}
```

Step Four

Once you have modified the document so that each field occupies one line (see Figure 4), you can now print the document to an ASCII file on disk using the *To a text <ASCII> file on disk* option.

Next, begin a brand new database file using the *From a text <ASCII> file* option and call up the document from the last procedure. When indicating the number of categories per record, include extra categories to account for the extra space between the records as we saw in Figure 3. In the example, we would specify nine categories per record. You now have a database that includes only the group totals from the original database. You can use familiar commands and options to print this information to the clipboard for mail merge so you can print forms and other statements. See Tips & Tricks this issue for more details.

```
File: temp                    REVIEW/ADD/CHANGE          Escape: Main Menu
                EMS Data Svcs      13.00
              Grant Systems, Inc   41.00
                Local Merchant     12.50
                Small & Smaller    44.50
                                   111.00*
```

Figure 3: Word Processor document containing information printed to the clipboard from the database. This includes the group totals. Notice that there is an extra blank space between each record.

```
File: temp                    REVIEW/ADD/CHANGE          Escape: Main Menu
EMS
Data
Svcs
13.00


Grant
Systems,
Inc
41.00


Local
Merchant
--------------------------------
Type entry or use ? commands
```

Figure 4: Here is the same document as in Figure 3 but after running the macro. Each category is on a separate line and the extra spaces have created more blank lines. This information will now be printed to an ASCII file on disk and read back into a database.